

PLS Circulation Managers Committee Agenda

March 19, 2026

2:00 PM

Hybrid Meeting

Belle Haven Library

100 Terminal Avenue, Menlo Park, CA 94025

Zoom Meeting:

<https://redwoodcity.zoom.us/j/98183430071?pwd=OR8EKFPqtChfbZxOBsGmz7wr8xzwQ1.1>

Meeting ID: 981 8343 0071

Passcode: 313596

Facilitator: Homer Martinez (RCL)

Recorder: SBL

I. Introductions and Roll Call

II. Approval of Consent Items (Action Item)

- | | |
|---|-------------------|
| A. Approval of February 19, 2026, Minutes | Attachment 1 pg 4 |
| B. 02.07.02 New Code Request 2BALG & 2EALG | Attachment 2 pg 7 |
| C. 03.02.01 PLS Patron Types and Privileges | Attachment 3 pg 8 |

III. Reports

- A. PLS Delivery Report
- B. PLAN Report

IV. Old Business

- A. Review of FAQ for PLS webpage – RCL (**Action Item**) Attachment 4 pg 10
- B. Empower Card update -RCL

V. New Business

- A. New Patron Block table – PLAN (**Action Item**)
- B. 1SOLO patron type expiration date – SMCL (**Action Item**)

VI. Announcements

VII. Public Comment - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.)

VIII. Agenda Building for April 16, 2026, Meeting

IX. Adjournment

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

- (A) All votes taken during a teleconferenced meeting shall be by rollcall.
- (B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- (C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- (D) The legislative body shall allow members of the public to access the meeting, and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (b)(3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

In accordance with 54953.8(b)(8), please contact info@plsinfo.org for requesting a reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132).

Meeting Locations

Burlingame Library, 480 Primrose Rd, Burlingame, CA 94010

Daly City Library, 40 Wembley Drive, Daly City, CA 94015

Menlo Park Library, 100 Terminal Avenue, Menlo Park, CA 94025

Redwood City Library, 1044 Middlefield Rd, Redwood City, CA 94063

San Bruno Library, 701 Angus Avenue West, San Bruno, CA 94066

San Mateo County Libraries, 125 Lessinga Court, San Mateo, CA 94402

San Mateo Public Library, 55 West 3rd Ave, San Mateo, CA 94402

South San Francisco Library, 901 Civic Campus Way, South San Francisco, CA 94080

Next Meeting: May 21, 2026

Recorder: **SMP**

Next PLS Administrative Council Meeting: April 2, 2026

Recorder:

DCL – January 2026

MPL – February 2026

SBL – March 2026

SMCL – April 2026

SMP – May 2026

SSF – June 2026

BPL – July 2026

DCL – August 2026

MPL – September 2026

RCL – October 2026

SMCL – November 2026

SMP – December 2026

PLS Circulation Managers Committee Minutes

February 19, 2026

2:00 PM

Hybrid Meeting

Burlingame Public Library - Upper-Level Meeting Room

480 Primrose Rd, Burlingame, CA 94010

Zoom Meeting:

<https://redwoodcity.zoom.us/j/98183430071?pwd=OR8EKFPqtChfbZxOBsGmz7wr8xzwQ1.1>

Meeting ID: 981 8343 0071

Passcode: 313596

Facilitator: Homer Martinez (RCL)

Recorder: MPL

Present: Geralyn O'Brien (BPL), Molly Cronin (DCL), Nora Mercer (MPL), Homer Martinez (RCL), Raquel Metcalfe (SBL), Jan Ruiz (SMCL), Mary Kwan (SMP), Stevie Norman (SSF)

Guests: Richard Brooks (SSF), Daniel Kith (PLS), Justin Wasterlain (PLS), Natalie Juhl (DCL), Scott Young (PLAN)

I. Introductions and Roll Call

II. Approval of Consent Items (Action Item) MSP MPL/SSF Approved

- | | |
|--|--------------------|
| A. Approval of January 15, 2026, Minutes | Attachment 1 pg 4 |
| B. 02.07.02 New Code Request 5hy9f | Attachment 2 pg 8 |
| C. 02.07.02 New Code Request 5rjsh | Attachment 3 pg 9 |
| D. 02.07.02 New Code Request 5ralg, 5halg, 5salg | Attachment 4 pg 10 |

III. Reports

- A. PLS Delivery Report
 - a. Thanks for patience with delivery due to power outages and weather. Everything should be worked out by now.
- B. PLAN Report
 - a. Vanessa working on BiblioSuggest stuff.

IV. Old Business

- A. (Action Item)

V. New Business

- A. Review of FAQ for PLS webpage (Action Item) Attachment 5 pg 11
 - Add to FAQ – Library card is issued based on home library because of funding, local tax, vendor contracts, etc.
 - Add to Privacy Policy first bullet point: Library Users may be issued a Courtesy Card/Temporary Card at the discretion of the local library jurisdiction.
 - **MPS BPL/SBL** – approve existing changes, will bring back with above additions

B. Removing unused patron types and item types (**Action Item**) Attachment 6
pg 14

- Remove unused Patron Types
- Remove I-Types 69-75, 77, 83, 87, 88 (unused)
- Rename I-Types 76, 78-82, 85, 86, remove the word "Reserve"
- **MPS SSF/BPL Approved**

VI. Announcements

- **DCL – Hired 2 new part time Library Aides.**
- **MPL – New library card designs are live, available to MP residents only. Hourly LA/Lib job posting has closed.**
- **RCL – Hired 3 new Library Assistants for Redwood Shores: Breanna Rodman, Andrew Nye, Angelique Rahini.**
- **SBL – Hired new Homework Center Manager: Rachel Greenwood.**
- **SMPL – Senior Library Assistant Reggie Mallorca is leaving.**

VII. Public Comment - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.)

VIII. Agenda Building for March 19, 2026, Meeting

- Review of FAQ for PLS webpage

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South San Francisco Library, 901 Civic Campus Way, South San Francisco, CA 94080

Next Meeting: March 19, 2026

Recorder: **SBL**

Next PLS Administrative Council Meeting: February 5, 2026

Recorder:

DCL – January 2026

MPL – February 2026

SBL – March 2026

SMCL – April 2026

SMP – May 2026

SSF – June 2026

BPL – July 2026

DCL – August 2026

MPL – September 2026

RCL – October 2026

SMCL – November 2026

SMP – December 2026

02.07.02 New Code Request Form (rev. 2/26/25)

Part I

FORM

Goal: Maintain uniform location codes, patron types, item types and loan rules to better serve the public by standardizing all codes for use by all PLS libraries.

Request Date 2/20/26 Requesting BPL

Requestor's email: obrieng@plsinfo.org

- A. Location Code
- B. Patron Type
- E. Patron Code 2
- C. Item Type
- D. Loan Rule

(See section 02.07.02A New Code Request Instructions for detailed information on how to properly format a new code)

Proposed New Code:
2BALG-Burlingame Main-Library of Things
2EALG-Burlingame Easton-Library of Things

Item Location Label for the Proposed New Code (100-character length max):

Give detailed answers to the questions for the proposed new code:

A. Location codes: To what library and collection does this item belong? **Burlingame Main and Burlingame Easton**

Is this a new location code? **Yes**

Why is it different from the location codes your library already uses? **New codes to expand our Library of Things collection.** If the proposal uses an existing location code, show how p-types and i-types are affected in the equation that is the LRDT. **Loan period may vary due to i-types. Items may not be non-holdable.** Does the new location code need to be assigned to a Max Item Table? **No**

Which table? (Note: As of the 9/17/15 meeting, Link+ location codes are exempt from PLS Circulation Managers approval.)

03.02.01 PLS Patron Types and Privileges (rev. 3/9/26) Draft

Patron Types & Abbreviations

1. Adult (REGA)
2. Juvenile (REGJ)
3. Non Resident Adult (NRA)
4. Non Resident Juvenile (NRJ)
5. Temporary (TEMP)
6. Staff (STF)
7. County Foster Youth (SOLO)
8. Give Special Privileges (GSP or GSPJ)
9. Teacher (TEA)
10. On-line registration (ONLA)
11. Staff Processing/Internal Library Use (INTER)

As of June 1, 2022, overdue fines are no longer assessed system-wide.

Most patron cards are active for three years and allow the patron to check out up to 50 items. On Sierra look under ADMIN/PARAMETERS/GENERAL/PATRON BLOCKS to see variations in expiry dates and item limits.

On Sierra, look under ADMIN/PARAMETERS/CIRC/LOAN RULE DETERMINER TABLE for other variations.

Patron types REGJ and NRJ are assigned to all patrons under the age of 18 years old.

Patron type STF is used by library employees only. Staff members should have no more than one personal card. For detailed information on borrowing privileges, see section 01.08 Staff Guidelines for Personal Use of Library Materials.

Patron type INTER are used by library staff and departments. [Do not apply special loan periods for other PLS items.](#) For more information regarding holds, see section 05.02 Holds Questions and Answers and section 05.07 Book Club Holds.

Patron type GSP is assigned library patrons who may be homebound, seniors, friends, volunteers or donors. The P2 code field in the patron records is used along with patron type GSP.

Patron type TEA (teacher card) is only valid at the home library. 1TEA may be used only at SMCO Libraries; 2TEA at Burlingame Libraries, etc. TEA cards will not work in other libraries. Patrons with TEA cards will also have personal library cards, which may be used throughout the system.

There are an additional three patron types for use in specific instances:

1. Temporary (TEMP). This library card is issued for 3 months and allows patrons to checkout up to three items. Typically, this patron type is used for individuals temporarily working or staying within the county area. Libraries may issue temp cards to patrons not living in their jurisdiction (approved by the Circ Managers at the 07-18-13 meeting).

Temp cards may also be issued, at any PLS Library, to patrons who live in San Mateo County and do not have proof of address. A message is placed in the account and the patron is given 3 months to show proof of residential address. For more information on TEMP cards, see section 03.02 PLS Temporary Patron Library Cards.

2. Online Application (ONLA). This is a patron who has applied for a library card online, but not yet claimed the card in person. Once the patron comes to the library and presents confirming ID, the library card is issued and the patron type and expiration date are updated. ONLA patrons may search and use some online resources, but may not check out any items.
3. 1SOLO (only circ county items). This is for juvenile patron records who apply for a library card without their parents. The card expires in 90 days ~~1-month~~ and can only check out county items and access county databases. P-type SOLO is used until a minor is able to verify home address. SOLO is also used for county patrons who apply for a library card online. This card can be mailed or picked up at a county library.

FAQ

(Rev 2/23/26)

(Once Classic Catalog is no longer available for patron use, the FAQ's need to be updated.)

What Library do I belong to?

(Note: Library cards are issued based on your home address **because of funding, local tax, vendor contracts, etc.**)

What Library do I belong to?

If your library card begins with:

29041, 29731	San Mateo County
29045, 29735	Redwood City Library

What is my PIN? Can I change it?

Your Personal Identification Number (PIN) helps to protect your library account from being used by others. The PIN usually consists of four digits but can be as long as 64 digits. The default PIN may be the last four digits of the telephone number you provided when you applied for a library card. If you do not know your PIN, please bring photo identification and proof of your current home address in to one of our libraries to have this information updated for you.

Under Privacy Policy

Library Cards and Circulation Records

- To receive a library card, library users are required to provide identifying information such as name, birth date, and home address. This identifying information is retained as long as the library user continues to use the library card. **(Library Users may be issued a Courtesy Card/Temporary Card at the discretion of the local library jurisdiction.)**
- The library card issued is based on the home address **(because of funding, local tax, vendor contracts, etc.)**. Patrons may only have one library card at a time.
- A library user's library record includes current information, items currently checked out or on hold, as well as overdue materials and fees.
- The Library does not maintain a history of what a library user has previously checked out once books and materials have been returned on time.
- When replacement cost charges or fees accrue on a user's account, the Library does maintain records of items that have been borrowed but returned after the due date or are still outstanding on the user's record. When overdue materials are returned, the information associated with the library card number is deleted.

What if I need to dispute my fees?

Many fees are non-refundable. Since policies vary at PLS libraries, contact your local library before paying any fees. They can explain the fees that appear on your account. If you have a question about a payment do the following:

- Check to see if the fee still shows in your account. If it still shows there, your payment didn't go through.

- Check in your credit card statement to see if the payment appears. If the payment shows as pending or "p-auth", the payment did not go through. Do not attempt a second payment until this message disappears from your credit card statement.
- Check your confirmation email.

Please have a copy of your statement and confirmation email when you contact your local library. If you find a charge on your credit card that needs to be disputed, your credit card company will help you with the proper procedure.

How do I pay my fees online?

In BiblioCommons, go to the Fees tab and select the fees to pay. Once you click Pay Selected, you will be directed to a Peninsula Library System Secure Payment Form to enter your credit card information.

In the Classic Catalog:

- Click "Pay Fees" in the yellow menu bar.
- Log in to your account using your library barcode number and your PIN.
- In the white box on the left, click on the "unpaid fines and bills" link.
- Click on the "Pay Online" button.
- You will be directed to a Peninsula Library System Secure Payment Form to enter your credit card information.

What do I do if I'm on vacation when my books on hold become available? I don't want to lose my place in the holds queue!

As long as all copies are in use, you can freeze or pause your holds so they don't become available while you're away. When you come back you can unfreeze your holds and still have your same place in the holds queue.

How long will it take for my hold to arrive?

While we try to get your library materials to you as quickly as possible, holds that are currently in a "Check Shelf" status may take 3 to 5 business days to arrive. Deliveries take place Mondays through Saturdays at most libraries (excluding holidays), and we will notify you (via email, text, phone or postal mail, depending on your account settings) as soon as your items are ready to pick up. Items currently checked out may take longer to fill holds since current borrowers will need to return the items first.

Holds in BiblioCommons:

To view your holds, log into your account and go to On Hold.

- To suspend or freeze/pause a hold:
 - When viewing your holds, you can choose the Pause option to delay the hold being filled as long as no copies are available or the hold has not been filled.
 - When ready to resume your hold, choose the Resume option. Holds can only be paused if all holdable copies are currently unavailable.
- To cancel a hold:
 - If you no longer wish to have a specific item on hold, you can cancel the request.
- To change the pickup location:
 - If you would like to change the pickup location for an item, you can do so if the hold has not yet been filled.

If you have further questions or need assistance, contact your local library.

How do I renew items?

The Peninsula Library System will automatically renew eligible items two days before the due date. The new due dates will be based on the original due dates. You will receive notification two days in advance of the due date alerting you which items have been renewed and which items cannot be renewed. Items with holds/reserves or that have reached the maximum renewal limit will not renew. Your library account must be current and have a balance of fifty dollars (\$50) or less for automatic renewals to work.